

# Special Order Form

## Coast Guard – Male

<b>Date of Order:</b> - -	<b>Delivery Date Requested:</b> - -
<b>Rate / Rank and Name:</b>	<b>Form of Payment:</b>
<b>Employee ID (Emplid) or Auxiliary #:</b>  - Required	<b>Credit Card #:</b>
<b>Note: Social Security Numbers are NOT acceptable!</b>	<b>Expiration Date:</b>
<b>Current Status:</b>	<b>Signature:</b>
<b>Day Time Phone #:</b> Home - Work - Ext -	

Garments Requested		
Description	Qty	Notes
Coat, Service Dress Blue		
Jacket, Utility		
Shirt, Dress White, Long Sleeve		
Shirt, Light Blue, Long Sleeve		
Shirt, Light Blue, Short Sleeve		
Shirt, ODU		
Trench Coat		
Trousers, Dress		
Trousers, ODU		
Windbreaker, w/Liner		

**Measurements ALL MEASUREMENTS ARE REQUIRED TO ENSURE PROPER FIT!** Record measurements to the nearest quarter (0.25) inch.

Height		Weight	
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Neck		Across Shoulders	
Shoulder Circumference		Chest	
Upper Abdomen		Waist	
Lower Abdomen		Seat	
Thigh		Right Sleeve Length	
Left Sleeve Length		Biceps	
Right Arm Inseam		Left Arm Inseam	
Back Waist Length		Back Coat Length	
Leg Outseam		Leg Inseam	
Shoulder Profile • • Normal Shoulders • • Sloping Shoulders • • Square Shoulders	Back Profile • • Normal Back • • Sway Back	Posture Profile • • Normal Posture • • Head Forward or Stooping Posture	Seat Profile • • Normal Seat • • Flat Seat • • Full Seat
<b>Comments</b>			
Subgarments worn for measurements:			
Other comments:			

## Taking Measurements

### *Coast Guard - Male*

Measurements are to be snug. Tape measure is to be tight around the body and body parts, but not binding, constricting, nor deforming.

The individual should stand erect, yet relaxed, with eyes looking forward, weight evenly distributed on both feet, and arms straight at sides for all measurements, unless otherwise indicated.

**NOTE: Be prepared to supply all appropriate measurements required to produce your request, otherwise your order CANNOT be processed!**

#### Measure the Individual:

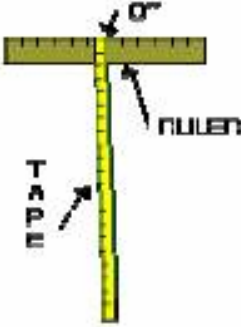
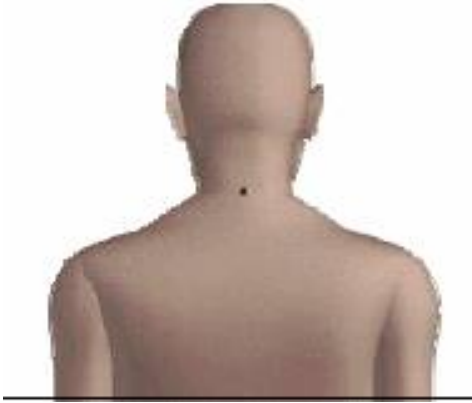

- with appropriate subgarments on as designated by service branch.
- without shoes.



#### Tools Required for Taking Measurements

- Standard vinyl tape measures and/or narrow steel tape.
- Standard height measuring device or wall chart.
- Scale for weight.

- #;. Hard ruler, T-square, or L-square.
- #;. Adhesive dots, tape, or marker to mark measuring points on the body.
- #;. Narrow elastic tape or web to tie around the waist.
- #;. Narrow rubber band to fit around the wrist.

### Preparing to Take Measurements


Item	Illustration	Description
Using Tape and Ruler		Use adhesive tape to attach the 0" end of a tape measure to the broad edge of a ruler.
Center Back at Neck Base		Have the individual put his head down. With the head facing forward locate the prominent bony bump at the base of the neck, midway between the shoulders at the top of the spine. Hold your finger on this bone and have the individual put his head back up. With head facing forward, mark this bone with dot, tape or marker. Leave the mark in place for the measuring process.
Shoulder Points		Locate one prominent bony shoulder tip, where the arm joins the body. Mark the top of the shoulder at the outermost edge of the bone with dots, tape or marker. Repeat for the other shoulder. Leave the marks in place for the measuring process.

Waist		Secure a length of elastic in a comfortable position around the midsection of the individual at the top of the hipbones. Leave the elastic in place to indicate the waistline during the measuring process.
Wrist		Place a rubber band on the wrist of the individual just below the prominent wrist bone. Leave the rubber band in place for the measuring process.

## Measurement Descriptions

### *Coast Guard - Male*

#### Height

	<p>Have the individual stand erect with heels together, eyes looking forward, and weight evenly distributed on both feet.</p> <p>Using a standard height measuring device, a wall chart, or a ruler and marker, measure from the top of the head to the floor.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p>
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#### Weight



Have the individual stand on the scale with weight evenly distributed on both feet.

Record the measurement to the nearest pound.

### Across Shoulders



Place the tape measure at one shoulder point mark.

Extend the tape across the back, following the slope and shape of the upper back and shoulders, to the other shoulder point mark.

Record the measurement to the nearest quarter (0.25) inch.

### Neck



Wrap the tape around the base of the individual's neck, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

### Shoulder Circumference



Wrap the tape around the individual's body at the widest part of the shoulders.

The tape will pass across the broadest part of the back and around both arms.

Record the measurement to the nearest quarter (0.25) inch.

### Chest



Wrap the tape around the individual's body at the largest part of the chest, back to the starting point.

Keep the tape parallel to the floor.

Record the measurement to the nearest quarter (0.25) inch.

### Upper Abdomen

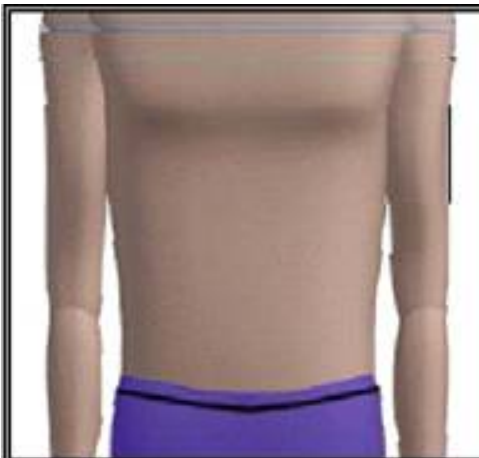


Wrap the tape around the individual's body at the fullest part of the abdomen above the waist, back to the starting point.

Keep the tape parallel to the floor.

Record the measurement to the nearest quarter (0.25) inch.

### Waist



Wrap the tape around the individual's body following the waist elastic, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

### Lower Abdomen

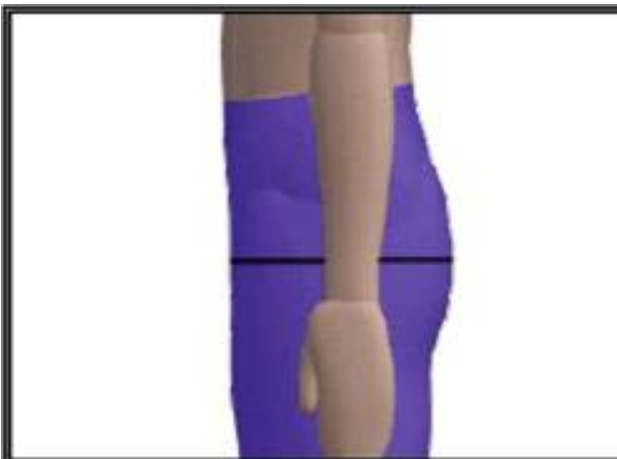


Wrap the tape around the individual's body at the fullest part of the abdomen below the waist, back to the starting point.

Keep the tape parallel to the floor.

Record the measurement to the nearest quarter (0.25) inch.

### Seat



Wrap the tape around the individual's body at the fullest part of the seat/buttocks, back to the starting point.

Keep the tape parallel to the floor.

Record the measurement to the nearest quarter (0.25) inch.

### Thigh





Have the individual stand with feet apart.

Wrap the tape around one leg at the fullest part of the thigh, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

### Right Sleeve Length Left Sleeve Length



Have the individual stand with the right arm extended away from the body and bent at the elbow to form a right angle.

Place the tape measure at the neck base mark.

Extend the tape past the shoulder, over the elbow, and to the rubber band at the wrist.

Record the measurement to the nearest quarter (0.25) inch.



Have the individual stand with the left arm extended away from the body and bent at the elbow to form a right angle.

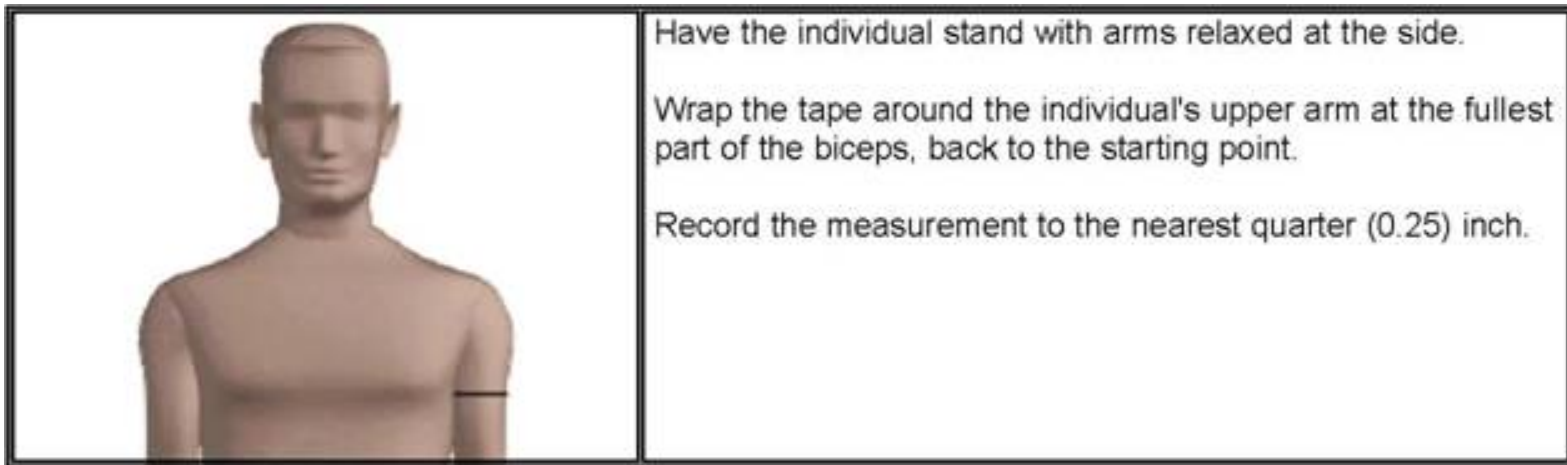
Place the tape measure at the neck base mark.

Extend the tape past the shoulder, over the elbow, and to the rubber band at the wrist.

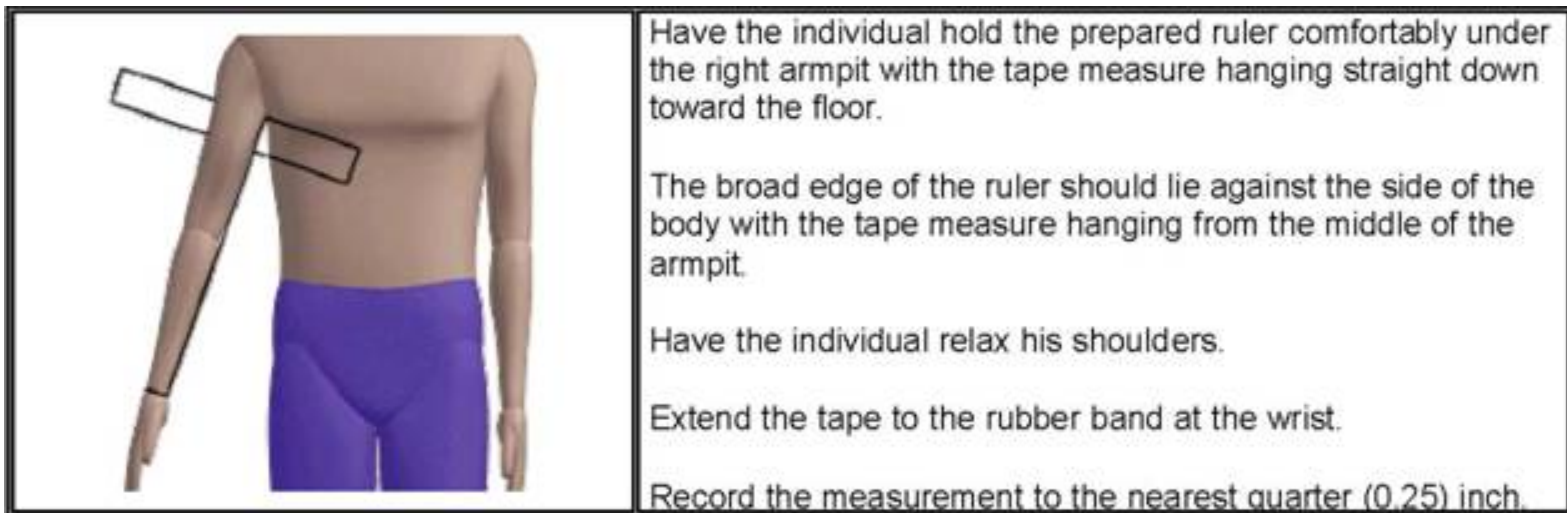
Record the measurement to the nearest quarter (0.25) inch.

### Biceps

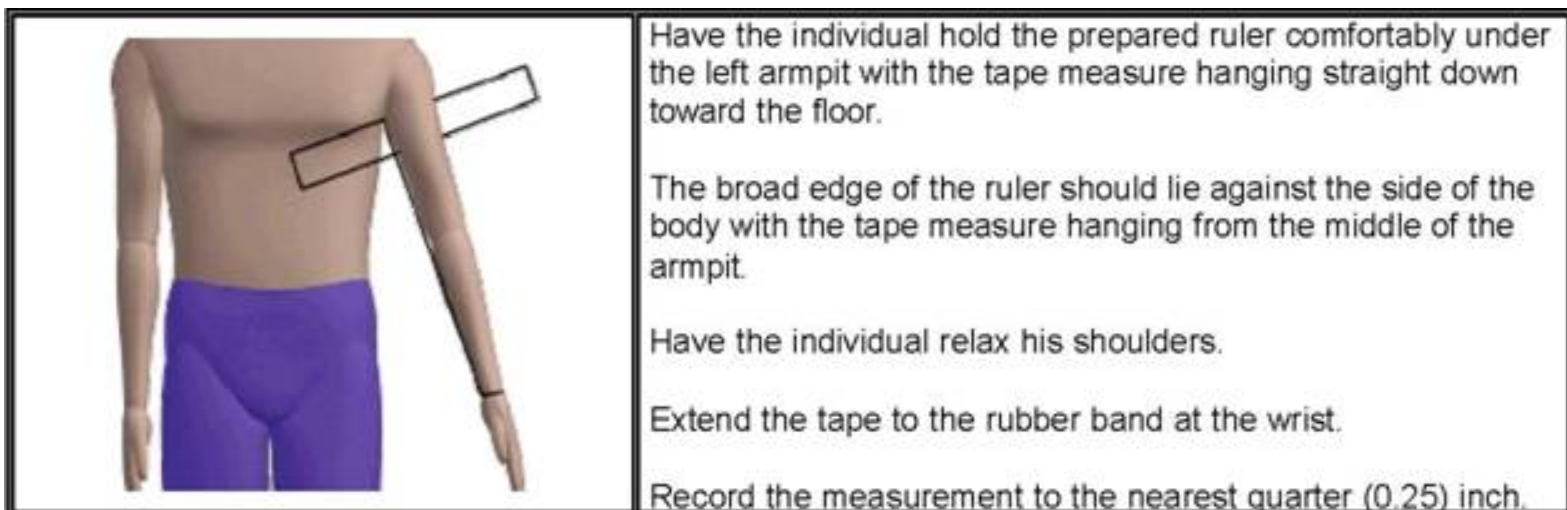




### Right Arm Inseam



### Left Arm Inseam Back Waist Length





Place the tape measure at the neck base mark.

Hold the end of the tape measure in place and extend the tape straight down the center of the back to the top of the waist elastic.

Record the measurement to the nearest quarter (0.25) inch.

### Back Coat Length



Have the individual place a ruler just under his buttocks.

Place the tape measure at the neck base mark.

Holding the tape measure in place, extend the tape straight down the center of the back, past the waist, and continue to the ruler placement.

Measure from the neck base mark to the top of the ruler.

Record the measurement to the nearest quarter (0.25) inch.

### Leg Outseam



Have the individual stand without shoes.

Hold the end of the tape measure in place at the side waistline.

Let the tape hang downward, over the hipbone, and extend to the floor.

Measure from the top of the waist elastic to the floor.

Record the measurement to the nearest quarter (0.25) inch.

### Leg Inseam



Have the individual, standing without shoes, hold the broad edge of the ruler against the inner thigh, comfortably up and in the crotch.

The tape is hanging downward against the leg, from the middle of the crotch to the floor.

Keep the ruler parallel to the floor.

Measure from the crotch to the floor.

Record the measurement to the nearest quarter (0.25) inch.

## Profile Descriptions

### *Coast Guard - Male*

#### Shoulder Profile



Normal Shoulders



Sloping Shoulders



Square Shoulders

#### Back Profile

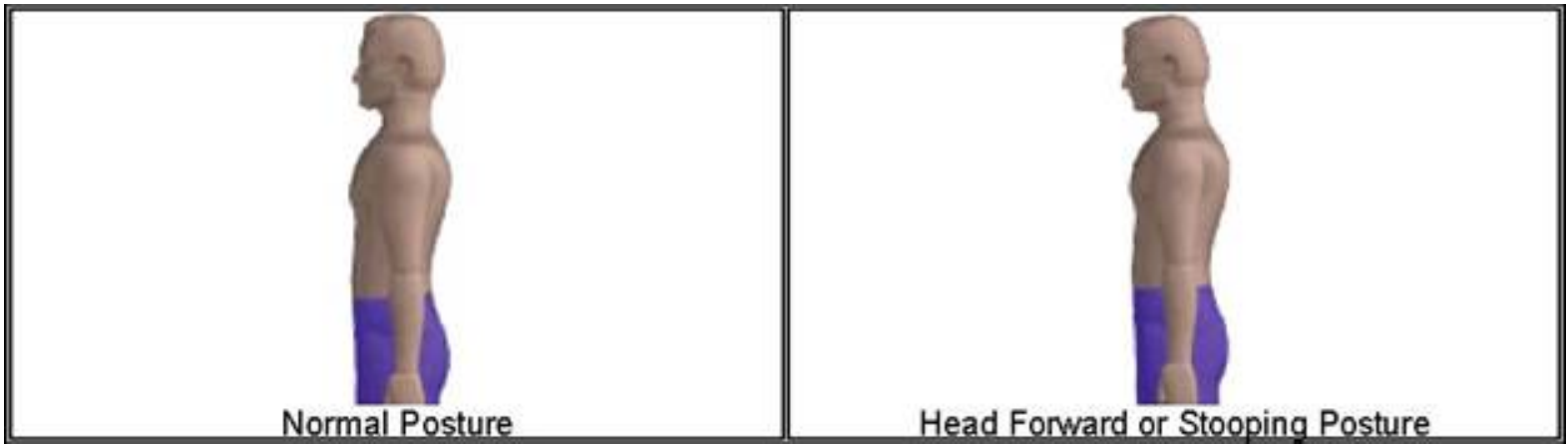


Normal Back

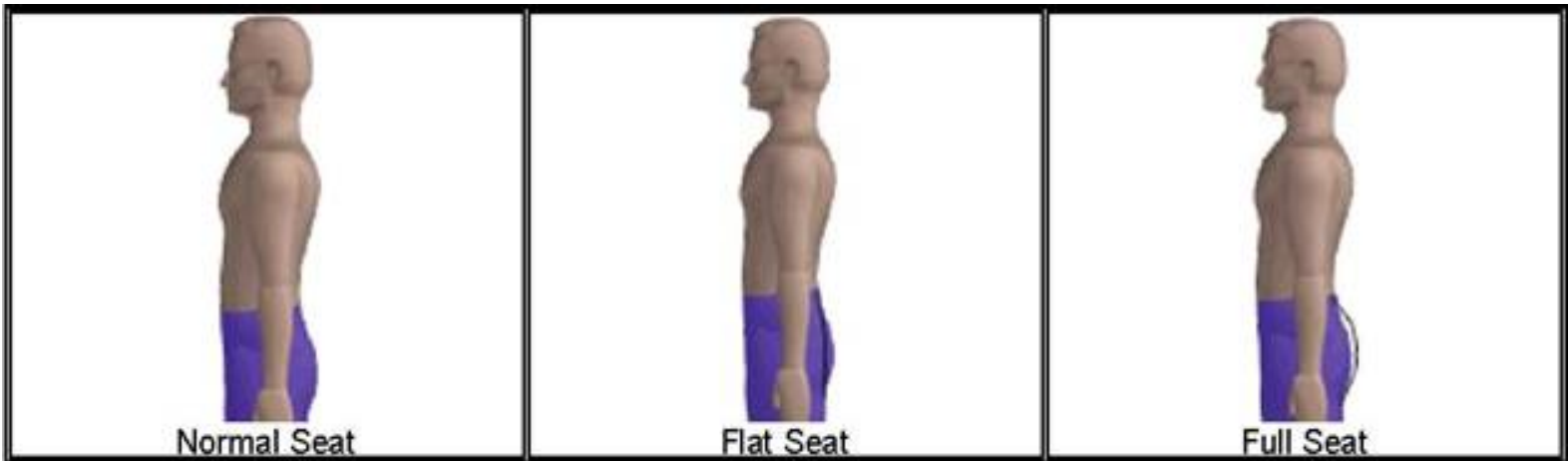


Sway Back

#### Posture Profile



### Seat Profile



## Required Garment Measurements

### *Coast Guard - Male*

#### **1. Coat, ODU**

- Height
- Weight
- Across Shoulders
- Shoulder Circumference
- Chest
- Right Sleeve Length
- Left Sleeve Length
- Biceps
- Back Coat Length

#### **2. Coat, Men's, Serge, Dress Blue**

- Height
- Weight
- Across Shoulders
- Shoulder Circumference

- Chest
- Upper Abdomen
- Waist
- Lower Abdomen
- Seat
- Biceps
- Right Arm Inseam
- Left Arm Inseam

- 1.-Back Waist Length
- 2.-Back Coat Length

- Shoulder Profile
- Back Profile
- Posture Profile
- Seat Profile

### ***3. Shirt, Men's, Light Blue or White, Long Sleeve, with Epaulets (Light Blue only)***

- Height
- Weight
- Across Shoulders
- Neck
- Shoulder Circumference
- Chest
- Upper Abdomen
- Waist
- Lower Abdomen
- Seat
- Right Sleeve Length
- Left Sleeve Length
- Biceps
- Back Waist Length
- Shoulder Profile
- Back Profile
- Posture Profile
- Seat Profile

### ***4. Windbreaker with Removable Liner, Trench Coat, or Utility Jacket***

- Height
- Weight
- Across Shoulders
- Shoulder Circumference
- Chest
- Seat
- Biceps
- Right Arm Inseam

- Left Arm Inseam
- Back Waist Length
- Shoulder Profile
- Back Profile
- Posture Profile

#### **5. *Shirt, Men's, Light Blue, Short Sleeve***

- Height
- Weight
- Across Shoulders
- Neck
- Shoulder Circumference
- Chest
- Upper Abdomen
- Waist
- Lower Abdomen
- Seat
- Biceps
- Back Waist Length
- Shoulder Profile
- Back Profile
- Posture Profile
- Seat Profile

#### **6. *Trousers, Dress, Serge, Blue***

- Height
- Weight
- Waist
- Seat
- Thigh
- 1.-Leg Outseam
- 2.-Leg Inseam
- Seat Profile